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OXC 6509
Copy 9 of 10
26 FEB 1964

25X1

MEMORANDUM FOR: Chief, Materiel Division, OSA
Chief, Intelligence Division, OSA
Chief, Communications Division, OSA

SUBJECT: Responsibility for Reports/Revisions in
OXCART Reports Control Manual

REFERENCE: Project Headquarters Directive 50-3055-1,
Reports Control Manual, 15 February 1964

1. The overall responsibility for the maintenance and control of the OXCART Reports Control Manual is assigned to the OXCART Division.

2. The responsibility for the maintenance of specific reports contained in the Reports Control Manual is assigned to the appropriate D/FA Division as specified in Attachment 1.

3. The following procedures will apply to each Division responsible for the maintenance of subject reports:

a. The Reports Control Manual will be reviewed at least every 60 days to determine the adequacy of subject reports.

b. As revisions or alterations are required, the appropriate Division will be responsible for drafting, coordinating and reproducing the revised report(s) in final form. Whenever a page in a report is changed or added, the entire report will be reaccomplished with a new OXCART control number.

c. Revised reports will be submitted to the OXCART Division in 17 copies Not Later Than 15 days prior to the effective date of the revision. The OXCART Division will make distribution of the revised reports to the appropriate users.

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d. From time to time it may be necessary and appropriate to make interim changes to a particular report by teletype message. As indicated in the attachment, the appropriate Division will be responsible for preparing, coordinating and dispatching the message to affected users. This action will be followed by preparation of the formal printed change as soon as practicable.



Lt. Colonel USAF
Deputy for Field Activities, OSA

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Attachment
As noted above

25X1A OXC/OSA/[redacted] kb (25 Feb 64)

Distribution:

- #1 - C/MD/OSA (w/att)
- #2 - C/ID/OSA (w/att)
- #3 - C/COMMO/OSA (w/att)
- #4 - C/SS/OSA (w/att)
- #5 - D/TECH/OSA (w/att)
- #6 - D/FA/OSA (w/att)
- #7 - C/CC/OSA (w/att)
- #8 - OXC/OSA (w/att)
- #9 - RB/OSA (w/o att)
- #10- Hold Back (w/att)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment missing